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12 June 1956

MEMORANDUM FOR: Executive Secretary
Administration Career Board

1. [REDACTED] Personnel Officer of WE Division, phoned me Monday, 11 June, regarding training preparatory to [REDACTED] for assignment as Administrative Officer [REDACTED] stated that [REDACTED] would be required to spend four full weeks at the [REDACTED] and was required [REDACTED] by 15 August. In addition, the Division wishes [REDACTED] to spend about three weeks on the Headquarters desk becoming familiar with the station activities and projects. For this reason, the Division considers it impossible for [REDACTED] to complete the administrative phase of the Ops Support Course prior to his departure.

2. The Division will permit [REDACTED] to audit certain portions of the administrative phase of Ops Support as follows: message writing, RI function, Logistics, Property Accounting, Finance, Travel, Personnel, Medical Support.

3. Fortunately, [REDACTED] has completed all training prerequisite to this assignment other than the admin phase of Ops Support. It would have been very desirable that he would have been able to complete this phase of the training before undertaking this field assignment. I have concurred in WE's proposal regarding [REDACTED] as the only practical course of action in view of all the circumstances.

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